

## EXHIBIT A

Hunton & Williams Record Retention Schedules List --  
Philip Morris International

<u>NO.</u>	<u>DEPARTMENT/RETENTION SCHEDULE</u>	<u>RECORDS COORDINATOR</u>
1.	CORPORATE AFFAIRS - COMMUNICATIONS	Stephanie Civers/Sunaina Virendra
2.	CORPORATE AFFAIRS - PUBLIC AFFAIRS	Stephanie Civers/Sunaina Virendra
3.	CORPORATE AFFAIRS - VICE PRESIDENT	Stephanie Civers/Sunaina Virendra
4.	CUSTOMER SERVICE - DIRECTOR	Paul Oesterman
5.	CUSTOMER SERVICE - LOG & CUST SVC DEPT	Paul Oesterman
6.	DUTY FREE SALES	Skip Bornhuetter
7.	EXECUTIVE - PRES & CHIEF EXEC OFFICER	Beverley Lawson
8.	EXECUTIVE - REGIONAL COORD ASIA/PACIFIC	Pier Oliaro
9.	EXECUTIVE - SR VP & CHIEF ADMIN OFFICER	Susan Cohen
10.	EXECUTIVE - SR VP, FINANCE	Marianne Daggres
11.	EXECUTIVE - VP	Holly Lamb
12.	FINANCE - CONTROLLER	Charlie Martens
13.	FINANCE - CONTROLLER - ACCTS PAYABLE	Charlie Martens
14.	FINANCE - CONTROLLER - ASS'T CONTROLLER - INT'L ACCOUNTING	Charlie Martens
15.	FINANCE - CONTROLLER - BUDGETING	Charlie Martens
16.	FINANCE - CONTROLLER - EXPORT ACCTG & FINANCIAL SYS	Charlie Martens
17.	FINANCE - CONTROLLER - HQTS ACCTG & RPTG	Charlie Martens
18.	FINANCE - CONTROLLER - MARKETING STATISTICS	Charlie Martens
19.	FINANCE - INTL COST ACCTG (RICHMOND)	Patsy Kei (Richmond)
20.	FINANCE - TREASURY - ASS'T TREASURER - FINANCE	Joseph Manfredi

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<u>NO.</u>	<u>DEPARTMENT/RETENTION SCHEDULE</u>	<u>RECORDS COORDINATOR</u>
21.	FINANCE - TREASURY - CREDIT ADMIN	Joseph Manfredi
22.	FINANCE - TREASURY - MANAGER, ACCTG PROJECTS	Joseph Manfredi
23.	FINANCE - TREASURY - MANAGER, FINANCE	Joseph Manfredi
24.	FINANCE - TREASURY - TREASURER & DIRECTOR FINANCE	Joseph Manfredi
25.	INFORMATION & COMMUNICATION SYSTEMS - DIR OF TECHNOLOGY	Richard Aulet
26.	INFORMATION & COMMUNICATION SYSTEMS - DIRECTOR	Richard Aulet
27.	INFORMATION & COMMUNICATION SYSTEMS - END USER COMPUTING, MANAGER	Richard Aulet
28.	INFORMATION & COMMUNICATION SYSTEMS - FINANCIAL SYS DEV	Richard Aulet
29.	INFORMATION & COMMUNICATION SYSTEMS - HQTS, NY, DIRECTOR	Richard Aulet
30.	INFORMATION & COMMUNICATION SYSTEMS - OPS & COMMS	Richard Aulet
31.	INFORMATION & COMMUNICATION SYSTEMS - REGIONAL SUPPORT	Richard Aulet
32.	INFORMATION & COMMUNICATION SYSTEMS - SPEC PROJS, MANAGER	Richard Aulet
33.	INFORMATION & COMMUNICATION SYSTEMS - SYS DEV - PROJ MANAGER	Richard Aulet
34.	INFORMATION & COMMUNICATION SYSTEMS - SYS DEV, MANAGER	Richard Aulet
35.	LATIN AMERICA REGION - AREA 4	Guillermo Arruza
36.	LATIN AMERICA REGION - CONTROLLER	Osvaldo Fernandez
37.	LATIN AMERICA REGION - CONTROLLER - ACTUALS & EXPORTS	Osvaldo Fernandez
38.	LATIN AMERICA REGION - CONTROLLER - BUDGETS & FINCL ANALYSIS	Osvaldo Fernandez
39.	LATIN AMERICA REGION - CORP AFFAIRS	Patricia Tricorache

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<u>NO.</u>	<u>DEPARTMENT/RETENTION SCHEDULE</u>	<u>RECORDS COORDINATOR</u>
40.	LATIN AMERICA REGION - EXPORT SALES	Ramon Colon
41.	LATIN AMERICA REGION - FINANCE & PLGN - TREASURY	Gustavo Pineyro & Oscar Malcolm
42.	LATIN AMERICA REGION - ICS	Clara Ciardullo
43.	LATIN AMERICA REGION - MARKETING	Sandra Marin
44.	LATIN AMERICA REGION - PERSONNEL - HUMAN RESOURCES, MGR	Joan Cameron-Brown & Marilyn Kennedy
45.	LATIN AMERICA REGION - PERSONNEL - DIRECTOR	Joan Cameron-Brown & Marilyn Kennedy
46.	LATIN AMERICA REGION - PRESIDENT	Norma Ramos
47.	LATIN AMERICA REGION - VICE PRESIDENT, AREA 3	Arlene Juroff
48.	MARKETING SERVICES - MGR, INTL MKTG SVCS	Savi Hakim
49.	MARKETING SERVICES - MKTG COMMS	Savi Hakim
50.	MARKETING SERVICES - SUPP PROGRAMS	Savi Hakim
51.	PERSONNEL - COMP & BENEFITS ADMIN	Bernard Beaurpere
52.	PERSONNEL - HUMAN RESOURCE PLNG & DEV	Bernard Beaurpere
53.	PERSONNEL - PERSONNEL MGR	Bernard Beaurpere
54.	PERSONNEL - VICE PRESIDENT	Bernard Beaurpere
55.	PERSONNEL - WORLDWIDE EXPATRIATE PROGRAMS	Bernard Beaurpere
56.	PHILIP MORRIS PRODUCTS INC. - ADMINISTRATIVE	Richmond - Phyllis McKesson
57.	PHILIP MORRIS PRODUCTS INC. - ASIA/AUS/CAN REGIONAL FILES	Richmond - Phyllis McKesson
58.	PHILIP MORRIS PRODUCTS INC. - EEC/EEMA REGION (EUR/MDDLE EAST/AFR)	Richmond - Phyllis McKesson
59.	PHILIP MORRIS PRODUCTS INC. - LA/IBERIA REGIONAL FILES	Richmond - Phyllis McKesson
60.	PHILIP MORRIS PRODUCTS INC. - LEAF	Richmond - Phyllis McKesson

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<u>NO.</u>	<u>DEPARTMENT/RETENTION SCHEDULE</u>	<u>RECORDS COORDINATOR</u>
61.	PHILIP MORRIS PRODUCTS INC. - MANUFACTURING SVCS	Richmond - Phyllis McKesson
62.	PHILIP MORRIS PRODUCTS INC. - MANUFACTURING SVCS (BOOKER)	Richmond - Phyllis McKesson
63.	PHILIP MORRIS PRODUCTS INC. - PRESIDENT	Richmond - Phyllis McKesson
64.	PHILIP MORRIS PRODUCTS INC. - QUALITY ASSURANCE	Richmond - Phyllis McKesson
65.	PHILIP MORRIS PRODUCTS INC. - REGIONAL ADMIN	Richmond - Phyllis McKesson
66.	PHILIP MORRIS PRODUCTS INC. - TRAINING & VISITOR SUPP & AGRONOMY	Richmond - Phyllis McKesson
67.	PLANNING - DIRECTOR	Larry Rumble
68.	PLANNING - VICE PRESIDENT	Larry Rumble
69.	LATIN AMERICA REGION - VICE PRESIDENT, AREA 2 <sup>1</sup>	Elsa Colon de Vega
70.	FINANCE - CONTROLLER - MARKETING STATISTICS <sup>1</sup>	Charlie Martens
71.	PERSONNEL - COMPENSATION & BENEFITS PLANNING <sup>1</sup>	Bernard Beaurpere

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<sup>1</sup>This retention schedule was developed by Hunton & Williams and distributed to the Records Coordinator for that department, but did not appear in your telecopied list to Arthur J. DeBaugh, Esq. of November 15, 1990.